

Annual Report

of

The Public Printer

Fiscal Year 1962

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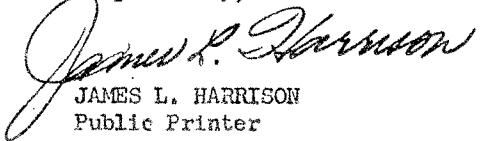
LETTER OF TRANSMITTAL

U. S. Government Printing Office  
Washington 25, D. C.  
January 8, 1963

To the Congress of the United States:

Pursuant to the provisions of the Act of January 12, 1895 (sec. 19, ch. 23, 28 Stat. 603) I have the honor to submit the Annual Report of the Government Printing Office for the fiscal year ended June 30, 1962.

Respectfully,



JAMES L. HARRISON  
Public Printer

The President of the Senate,  
The Speaker of the House of Representatives.

#### DIVISION OF PERSONNEL

Full-time employees increased from 6,449 at the beginning of the fiscal year to 6,603 on June 30, 1962.

Personnel recruitment was stimulated by newspaper want ads and civil service registers were established for linotype operators, hand compositors, and cylinder pressmen. Bookbinders, monotype-keyboard operators, and proofreaders remain in short supply. Examination announcements are pending or have been made for three offset categories duplicating press operator, lithographic pressman, and pressman (large presses) - and printing-plant worker and apprentices in the several crafts. A total of 12,959 employment applications were received by the Government Printing Office Board of U. S. Civil Service Examiners.

Several plans were initiated which provided incentive through promotion opportunities in the production and planning divisions. These plans encompassed trade helpers and assistants as well as planners and estimators.

Employee programs consistently were more successful than in previous years. These included the blood-donor program where almost a thousand pints of blood were received and the two charity campaigns. United Givers Fund achieved 87.3 percent and the National Health Agencies 78 percent.

Nine hundred fifty-six employees participated in 47 training programs. These ranged in context from budget and accounting fields to Red Cross First Aid. In addition, two semesters on Editorial Planning for Printing Production had 288 enrollees.

Classification surveys for four divisions - Finance and Accounts, Tests and Technical Control, Purchasing, and Maintenance - are prepared or completed. Functional statements and position descriptions in the skilled laborer and operative groups of production divisions are in process.

Treatment and service visits to the Medical Section numbered 22,460. Employee participation in voluntary, cost-free medical services was substantial. X-rays taken totaled 5,023, and 3,666 employees received influenza immunization.

#### DIVISION OF FINANCE AND ACCOUNTS

The Division of Finance and Accounts is responsible for all fiscal and legal matters. This includes the handling of finances; accounting; bookkeeping; cost recording and accounting; current cost

analyses; maintenance of accounts payable; audit of vouchers for all purchases; preparation of payrolls; computing charges for all printing and binding, blank paper, supplies and services furnished to the various departments and agencies of the Federal Government; maintenance of accounts receivable; record keeping and billing for all goods and services furnished by the Office; collecting all moneys due the Office from claims, damages, sales of Government property, and goods and services furnished to the Government; measurement of typesetting machine composition for operator averages and statistics; maintenance of the general files; and the determination and execution of traffic requirements of the Office.

The Division is also responsible for all budget work; studies in connection with rates and the scale of prices for work performed, and the current readjustment of such rates; the compilation of costs of each printing job as the work progresses through the plant; audit of payrolls; administration of the annual and sick leave laws and regulations; accounting for and preparation of reports with reference to retirement, health and life insurance deductions; preparation of financial, cost, and statistical statements and reports for the use of the Government Printing Office in general as well as the Joint Committee on Printing, the Treasury Department, the General Accounting Office, the Civil Service Commission, the Bureau of the Budget, and the Congress; the performance of all functions necessary in connection with the administrative processing of claims for and against the Government Printing Office; and the rendering of decisions and the furnishing of advice with respect to the applicability of the laws.

The Division is under the Supervision of the Comptroller of the Government Printing Office and is organized as follows:

- Administrative Section (Office of Comptroller)
- Appropriation Accounting and Auditing Section
- Payroll and Time Records Section
- Electronic Data Processing (and Cost Accounting) Section
- Billing and Collecting Section
- Composition Measuring Section
- Computing (and General Files) Section
- Traffic Section

#### PURCHASING DIVISION

The dollar value of Purchasing Division procurement activity amounted to \$76,453,403.91, an increase of \$17,511,254.74, or about 29.7 percent over last year. The breakdown is as follows: Commercial Printing, \$42,553,304.31; paper, envelopes, and cartons, \$28,223,646.51; Materials and supplies, \$2,826,213.78; Machinery and equipment, \$1,050,530.94; and other (includes services, transportation, communications, travel, etc.), \$1,799,708.37.

A large part of this upward trend is represented by an increase of about \$12,715,250 in the value of commercial printing, and an increase of about \$5,577,700 in the cost of paper, envelopes, and cartons. Savings were realized over last year in the purchases of machinery and equipment and expenditures for services, transportation, communications, etc.

The primary functions of the Specifications Section are the planning of work and preparation of bid specifications and cost estimates for various printing products to be procured from commercial sources. During Fiscal 1962 this Section processed 18,096 jackets, 3,165 print orders, 11,356 specifications, and prepared 21,800 cost estimates, an average increase of approximately 23 percent in these operations. In addition specifications were written for approximately 240 departmental term contracts and 12 special term contracts including those for tabulating cards and continuous marginally punched forms.

Tonnage of paper purchased increased from 175,675,993 pounds in 1961 to 215,859,045 pounds in 1962, an increase of 40,183,052 pounds.

Paper prices showed a slight decline of about one-half of one percent in the first quarter, but commencing with the second quarter began a steady increase for a cumulative price rise of about 5.7 percent for the entire period covered by this report.

The average paper inventory was 35,120,343 pounds, an increase of approximately 4,909,554 pounds from the average of the previous year. This figure includes about 5,175,317 pounds in the plants of commercial printers, but does not include an average of about 3,878,088 pounds on hand waiting release from the Division of Tests and Technical Control.

The high point of paper inventory was 40,597,480 pounds on June 22, 1962, and the low point was 27,725,630 pounds on August 21, 1961.

During the fiscal year ending June 30, 1962, the workload of the Stores Section showed a continuing and considerable increase in volume. The Section handled 3,935 carloads and approximately 1,500 truckloads of paper weighing approximately 115,748 tons. In addition 176 million envelopes and 3-2/3 million knocked-down boxes or cartons were received. Approximately 72,500 pieces of miscellaneous material were received via parcel post and motor freight. Shipments of printed matter and blank paper to out-of-town destinations reached a new high of 81,316,148 pounds. Shipments of waste paper and metal also showed an increase over the previous year.

The incoming telephone traffic, including local, long distance, information, and miscellaneous, averages 500 calls per hour during the peak periods. There was an increase in out-going local calls over the previous year, consisting of a total of 298,808 message-units at a cost of \$9,350.63. Long distance calls also increased to 8,821 at a cost of \$14,042.95. A total of 15,887 messages were received and transmitted over the Teleprinters at a cost of \$11,626.81, an increase over Fiscal 1961.

## MAINTENANCE DIVISION

During the past year, the Paint Section was separated from the Carpenter Section, and a new unit was established in the Electrical Section to clean elevator shafts and penthouses.

The new Carpenter Section repaired or handled over 78,000 skids and pallets, constructed 1,534 shipping cases, and salvaged over 133,000 board feet of lumber. Over \$150,000 worth of machinery and equipment was obtained from the Naval Weapons Plant. In most cases, this equipment was in excellent condition, and it has served to update and supplement the Division machine tools. In keeping with our modernization program, switchgear was installed to provide eight additional 600 ampere circuit breakers and feeders which accommodated increasing demands for alternating current.

Activities of the Division during the past year included:

Service calls .....	41,114
Monthly (regular) job orders .....	1,092
Miscellaneous job orders .....	670
Printing and binding jackets .....	493
New machines installed .....	20
Overhauls of machinery .....	5
Machines moved .....	42
Specifications written .....	84
Drawings and sketches prepared .....	543

The Office used 10,400,700 cubic feet of gas, 46,060,000 pounds of steam, 210,473,000 gallons of water, and 38,742,300 kilowatt hours of electricity.

## DIVISION OF TESTS AND TECHNICAL CONTROL

The Division tested 13,225 samples during the year as follows:

Paper and envelopes .....	10,067
Metals .....	1,412
Bookbinding cloths .....	669
Printing inks .....	268
Ink-making materials .....	260
Chemicals .....	162
Oils and greases .....	132
Adhesives and adhesive-making materials ...	29
Bookbinding leathers .....	23
Miscellaneous .....	203

There were 304 rejections for noncompliance with specifications. Of these, 249 were of paper, 27 of ink and ink-making materials, 13 of bookbinding cloths, 7 of envelopes, and 8 of miscellaneous materials. Paper rejections amounted to 7,889,666 pounds, representing 3.55 percent of our total procurement. The principal reasons for paper rejections were:

<u>Deficient In</u>	<u>Number of Rejections</u>	<u>Pounds</u>
Tensile strength	17	2,154,521
Brightness	31	1,491,877
Opacity	37	855,885
Smoothness	27	810,957
Unsatisfactory General Appearance	19	482,131
pH value	21	479,981

Of 176,374,310 envelopes received during the year, 685,250 were rejected, principally for adhesive quality.

The Division manufactured 239,044 pounds of printing inks, including stamp pad, toning blue, numbering machine, and mimeograph inks; standardized 14,304,012 pounds of type metal; manufactured 1,778 press rollers requiring 12,729 pounds of composition; and produced 135,255 pounds of molded glue; 129,871 pounds of other adhesives; 1,400 gallons of silver nitrate solution and 1,400 gallons of reducer solution for silver spraying operations.

During the 29 month period February 1, 1959 to July 3, 1961, 290½ pounds of dried silver sludge was accumulated from electrotyping operations, and sent to the U. S. Mint for recovery of the silver content.

Innumerable specifications for paper, envelopes, materials, and supplies were prepared or revised to keep them up to date. In addition, the Division conducted tests and experiments on the use of supplies, and cooperated with the various Federal establishments in the testing and developing of processes and materials necessary for their use.

#### DOCUMENTS DIVISION

During the year the Division received 3,445,456 orders for 54,762,424 publications, amounting to \$10,901,646.26. Earnings for return to the United States Treasury from this record sale were \$5,770,101.03. The appropriation for the performance of all functions of the Division was \$4,724,000. There were also received 1,836,860 letters of inquiry about publications, 3,323 telegrams and approximately 190,000 telephone requests. The Bookstore and its two branches sold



1,465,404 publications to 105,439 customers, with receipts of \$451,096.15. As of June 30, 1962, there were 25,509 individual titles in the sales stock of the Division. Mailing lists maintained numbered 1,242 and total addresses included were 2,411,000. Printing ordered from the Government Printing Office amounted to \$5,462,342.

Acquisition of 30,000 square feet of additional bulk storage space outside the Office provided some relief in the critical storage situation of the Division.

The Documents Division Library cataloged 56,258 publications and prepared on schedule the Monthly Catalog, Numerical List and Schedule of Volumes, and title pages and tables of contents for the binding of the Serial Set of Congressional documents.

There were 14,095 miscellaneous publications and periodical prints mailed to depository libraries comprising a total of 5,312,314 copies.

The periodic investigation of all depository libraries required by law was carried out by means of a questionnaire completed and returned by the libraries. Three libraries were dropped at their own request.

Total distribution for other Government agencies was 86,539,173 publications of which 15,421,463 were distributed for Members of Congress. There were 703 mailing lists composing 342,795 names being maintained for other agencies at the close of the year.

There were 486 full-time employees of the Division as of June 30, 1962 as well as 321 on the W.A.E. list to be called in for part-time duty as necessitated by the volume of work on hand.

COMPARISON OF ACTIVITIES  
FISCAL YEARS 1960, 1961, 1962

<u>ACTIVITY</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Number of sales orders...	2,978,774	3,133,171	3,445,456
Amount of sales.....	\$8,512,937.87	\$9,359,937.81	\$10,901,646.26
Miscellaneous receipts...	\$4,109,562.01	\$5,085,240.13	\$5,770,101.03
Number of letters of inquiry.....	1,668,903	1,718,798	1,836,860
Publications received for Departmental free distribution.....	95,109,515	84,871,819	88,942,772
Publications distributed free for Government agencies.....	94,911,857	78,674,235	86,539,173
Number of publications sold.....	51,406,414	53,334,549	54,762,424
Number of publications distributed to depos- itory libraries.....	5,371,156	5,031,524	5,312,314
Total publications received.....	172,303,509	169,607,407	180,524,787
Total publications distributed.....	175,456,662	163,952,315	178,172,344

### FIELD SERVICE DIVISION

Operations of the Field Service Division, with offices located in Chicago, Denver, New York, San Francisco, Seattle, and Washington, D. C., reflect a 15.3 percent increase in value of services performed, with cost of operations up 14.1 percent over the previous fiscal year indicating a sizeable increase in work volume with less than a corresponding increase in cost.

During this fiscal year a 7-day conference of Field Service Office Managers was conducted in the GPO Central Office for the purpose of discussing various phases of each office's activity as related to corresponding functions in the Central Office. Included in the conference were meetings with Central Office officials and other personnel, a Safety Seminar conducted by the Department of Labor, a meeting with the Staff of the Joint Committee on Printing, and a visit to the Defense Printing Plant in the Pentagon in order to give the Managers an insight into the operation of other agency plants. The conference provided an opportunity for an exchange of information and ideas which proved very helpful to the Managers as well as Central Office personnel and it is anticipated that more efficiency and better coordination will be achieved as a result of it.

The Chicago Field Service Office, with an average of 96 personnel, billed \$1,352,172.50 to 31 Government departments. The largest user of the services of this office continued to be the Post Office Department. The Denver Field Service Office produced work for 22 departments amounting to \$703,772.50 in billed value of which the Department of the Interior continued to require the majority of its total production. This office experienced the largest increase in volume of business (72 percent over fiscal 1961) of any of our field offices. The average number of personnel in the Denver office increased from 36 during FY 1961 to 49 during FY 1962. Because of the continuing increase in work volume sufficient space for work operations has become a problem. In this connection the General Services Administration is making a study to determine the best means to provide adequate space for our requirements. In Washington, D. C., the Departmental Service Office, utilizing an average of 273 personnel, billed \$2,715,174.85 to 69 local departments, the largest of which were the Departments of the Army, Treasury, and the Air Force. We were hopeful that the relocation of this office would be nearing consummation in this fiscal year but on June 20, 1962, the design of the new building was rejected by the Fine Arts Commission, resulting in the entire project being again set back with no definite location or plan.

The New York Field Service Office, with an average of 22 personnel billed \$339,457.42 to 32 departments, the largest of which was Treasury. Twenty five departments were serviced by the San Francisco Field Service Office with total billings amounting to \$184,901.63. An average of 16 personnel were employed in the San Francisco office during FY 1962 and its largest user was the Department of the Interior. In Seattle, the Air Force continued to be our largest customer. A total of 26 departments accounted for billings in the amount of \$261,377.75 produced by an average of 16 personnel.

In total, \$5,556,856.65 was billed to 72 different Government departments by the Field Service Division during fiscal year 1962.

The following figures show the comparative value of services performed by the several Field Service Division offices during the past three fiscal years:

<u>Office</u>	<u>F.Y. 1960</u>	<u>F.Y. 1961</u>	<u>F.Y. 1962</u>
Chicago	\$1,136,604.66	\$1,128,488.80	\$1,382,734.31
Denver	399,895.18	497,351.24	634,103.41
Departmental Service			
Office (Wash., D.C.)	2,323,005.72	2,384,486.75	2,712,800.79
New York	289,768.40	280,167.35	342,073.18
San Francisco	204,201.47	197,910.33	218,336.49
Seattle	319,445.70	337,971.66	275,377.21
Total	\$4,672,921.13	\$4,826,376.13	\$5,565,425.39

#### PLANNING DIVISIONS

##### Division of Planning Service

During this fiscal year, 109,112 orders were received compared to 99,340 received during fiscal year 1961, or an increase of 9.8 percent and the greatest number of orders received during any one of the past 10 years.

Twenty-six percent fewer waivers were issued this fiscal year than last year, in keeping with the policy of the Office. It naturally added to the workload of this Division and particularly to that of the Division of Purchases because nearly all of these additional jobs were of a specialized nature which could not be produced in the Office because of lack of suitable equipment. In this connection twelve waivers were granted for coldtype composition and nine for sequential card composition and related camera and negative services.

##### Work Processed

	<u>1958</u>	<u>1959</u>	<u>1960</u>	<u>1961</u>	<u>1962</u>
Orders processed.....	92,671	99,293	100,162	99,340	109,112
Jackets issued.....	50,900	53,225	55,205	52,476	54,223
Open jackets issued....	2,477	2,479	3,400	3,470	3,311
Schedules established..	54,664	58,116	53,239	52,349	41,877
Informal estimates.....	202	200	162	159	146
Spoilages processed....	254	196	490	503	851
Waivers issued.....	1,215	1,148	1,248	1,138	843

### Division of Plant Planning

A breakdown of the volume of work processed by Plant Planning during the fiscal year is as follows:

Approximately 16,084 jackets were fully production-planned with approximately 7,765 of these jackets being handled twice in that they were so planned only in part when originally processed, as proofs were requested, and completed when proofs were returned. The number of formal estimates prepared on departmental orders totaled 27,670. Also prepared were 2,192 informal estimates for Congress, Superintendent of Documents and the various other departments; 201 estimates for the Spoilage Committee; and estimates of copy sufficient to make 1,243 pages in the Congressional Record appendix. The line count performed on 1,235 volumes of U. S. Senate Hearings, the cost of which operation is recovered through direct charges to Congress, amounted to 1,352,875 lines or 94,115 25-line pages counted. As required by law, sales prices were developed on 8,379 new and reprint publications offered for sale by Superintendent of Documents.

The number of work jackets prepared for printing and binding requisitions and print orders totaled 38,771. Approximately 8,203 of these jackets were handled at least twice in that they were prepared only in part when originally processed, as proofs were requested, and completed when proofs were returned. Also prepared were 892 "open" jackets. Complete schedules were developed and indicated on approximately 26,710 jackets. Approximately 7,765 of these jackets called for proofs and therefore required two or more schedulings, dependent on the number of times proofs were requested. Copies of these jackets and others not scheduled, and other work as hereinbefore described, were made on the Xerox machine, and totaled 272,000 copies.

Delivery schedules were approved and assigned on 3,675 purchase requests for 215,859,045 pounds of paper in flat sheets and rolls; 12,992,459 sheets and pieces of miscellaneous items; 177,328,826 envelopes; and 3,778,832 cartons of various kinds and sizes. These requests were for purchases on the regular quarterly contracts and the open market. In addition a total of 760 requests were initiated by Plant Planning for special purchase of 32,529,520 pounds of paper in flat sheets and rolls; 1,990,896 envelopes; 555,932 cartons; and 1,861,295 sheets and pieces of miscellaneous items. The number of stores items prepared for commercial programs and jackets totaled 3,295. Commercial specifications totaling 2,620 required the typing of 6,091 requisitions for paper, etc. Field Service requisitions processed for paper, etc., totaled 2,453. A total of 16,120 jackets for blank paper and miscellaneous supplies were prepared in accordance with department requisitions and purchase orders.

# Division of Typography and Design

The volume of work processed in this division is shown in the following tables:

## Art, Illustration, and Typographic Sections

Jackets Processed . . . . .	5,018
(Includes 2,475 jobs received from Scheduling to be processed for reference to color, etc.) - 6 months	
Orders & Estimates for Photoengravings . . . . .	4,359
Halftones & Linecuts Ordered . . . . .	32,705
Finished Art Pieces . . . . .	3,937
Layout Sketches . . . . .	4,523
Illus. Retouched Pieces . . . . .	6,984

## Amounts Recovered by Direct Charges Against Jackets

<u>Oper. &amp; Class</u> <u>No.</u>	<u>Operation</u>	<u>Hours</u>	<u>Amount</u> <u>Charged</u>
710-10	Art Work . . . . .	4,019.4	\$ 20,097.00
710-11	Retouching . . . . .	2,441.9	12,209.50
710-12	Creative Layout . . . . .	3,202.6	16,013.00
710-13	Editorial Preparation . . . . .	2,492.9	12,464.50
710-20	Author's Alterations . . . . .	292.0	1,460.00
	Total	12,448.8	\$ 62,244.00

## Photographic Section

	<u>Orders</u>	<u>Pieces</u>	<u>Charges</u>
Development of Fotosetter Paper. . .	12	---	\$ 1,236.25
Photostats . . . . .	210	7,980	1,985.10
Negs. & Direct Positives . . . . .	1,104	5,060	15,901.99
Contact Prints . . . . .	2,392	24,788	20,878.14
Enlargements . . . . .	44	952	914.55
Ozalids . . . . .	1	12	2.59
	3,763	38,792	\$40,918.62

TOTAL CHARGES \$103,162.62

## PRODUCTION DIVISIONS

### Congressional Printing

The congressional workload increased considerably in this fiscal year and in several categories records and near-records were established. Many nights the Record, bills, hearings, calendars, reports, committee prints, private-speech orders, journals, and various other jobs required by Capitol Hill, most often on an overnight basis, taxed our facilities to the utmost. There have been very few slow periods as the first session of the 87th Congress did not adjourn until September 26, 1961. The final issue of the Record was printed on October 17, and the first copy for the Budget started early in November.

The Congressional Record is our largest, most difficult, and most important responsibility. For the fiscal year just closed, the Record totaled 30,396 pages and averaged 171.7 pages per issue for 177 issues. This is a considerable increase over the previous year when the total was 22,208 pages in 140 issues, and the average was 158.6 pages per issue. Nineteen of these issues were 256 or more pages, and the largest Record, which is the largest in the memory of present personnel, was 448 pages and was printed in two parts for the night of September 26, 1961. The smallest Record of the year was 40 pages and consisted of two issues combined, those for April 23 and April 24.

Bill work shows a reduction in number of prints from 18,215 last year to 14,558 this year. The size of the average print increased, however, because press forms increased from 10,670 to 11,256. We are continuing to use offset facilities where possible to reduce composition; there were only 61,278 pages of Bills set this year as compared with 63,553 the previous year. In the Bill category one outstanding achievement was H.R. 10931, a Bill to codify and revise the laws of the Canal Zone, which made 955 pages and was set in 10-point instead of the usual 14-point to reduce the size. The report which accompanied it, House Report No. 1509, made 800 pages, and both jobs were handled on the same night.

An indication of the increase in volume of other congressional work can be obtained by comparing the galleys read by the Proof Section in various other categories. This year 241,108 galleys of hearings were read, compared with 167,089 galleys read in the previous year. Reports and documents required the reading of 40,062 galleys this year compared with 29,834 last year. There were 106,953 pages of calendars revised compared with 67,701 revised in fiscal 1961.

## The Budget

The Budget itself, this fiscal year, was made into a compact volume of 368 pages, while the Appendix to the Budget expanded from the moderate 204 pages of fiscal 1961 to a large volume of 1,172 pages for fiscal 1962. The edge index on the compact Budget made production by the offset process necessary, while the Appendix printed letterpress. Using both letterpress and offset to meet the close delivery date resulted in a better balanced workload. The Composing Division processed 11,046 folios of copy this year compared with 9,004 in fiscal 1961; these made up into 1,707 pages as compared with 1,409 pages for last fiscal year. In addition to the material sent to press, 113 large tables were produced on an overnight basis and rehandled many times, serving as worksheets for the Bureau of the Budget. There were 18 separate items requested for the Budget Message, Special Analyses, and the Budget in Brief.

## BINDING DIVISION

Binding Division production remained at a high level throughout the past fiscal year. Pamphlet and Book Edition Sections were particularly hardpressed to fulfill their commitments. The volume of folding, gathering, and inserting in the Pamphlet Section increased greatly. Signatures sewed on the Smythe machines showed a 12-percent increase, while a 39-percent increase in the number of books cased, and a 38-percent increase in the number of cases made caused the Book Edition Section's workload to be consistently heavy.

Bindery-personnel turnover amounted to approximately 18 percent. This figure is somewhat higher than that of fiscal year 1961. Total division manning was up 24 employees as of July 1, 1962.

The Income Tax Program continues to be the largest single program processed by the Bindery. Over one-half billion forms of various formats, and varying from 4 to 64 pages, were produced and delivered during the year. The annual publication of the Agriculture Yearbook was particularly noteworthy this year, consisting of 704 pages and printing 277,621 copies. The covers were preprinted in blue ink by offset and cases made on sheetfed casemakers. Congressional Record and Federal Register editions are produced each night for morning delivery. Total pages of these publications increased from 13,000 to 30,396 and total copies from 6,415,500 to 8,660,000 for this fiscal year.

The workload from the Library of Congress dropped sharply and, as this represented a large segment of the Library Bindery Section operations, some shifting of work from other sections was necessary to



maintain a stable workload.

A number of new and modern machines were purchased and installed in the Bindery over the period covered by this report, all of which contributed to the effective processing of work in this Division.

#### COMPOSING DIVISION

The Composing Division experienced an unusually high requirement for composition during the past fiscal year, a requirement that exceeded the capacity of the Division to provide the composition volume and to meet scheduling demands within regular working hours. In order to furnish composition in the amounts demanded and within times specified, it was necessary to resort to many hours of overtime. However, during the fiscal year 1962, one hundred seventy-six million two hundred sixty-five thousand three hundred more ems of measurable type matter were set than in 1961. Gross ems of type matter produced in the past two years are shown below:

Gross ems in 1961.....	2,498,708,300
Gross ems in 1962.....	2,729,192,800

Furthermore, in an effort to meet the increased demands of the Congress, as well as the Departments, 90,581 folios of manuscript were converted to composition by commercial contractors outside of the plant. Analyzing output by sections shows that all units rose with the exception of Monotype Keyboard. This Section's production was off more than 36 million ems, due entirely to the serious shortage of monotype keyboard operators, who were virtually unobtainable from the Civil Service Register.

As of June 30, 1962, division-manning strength shows a drop from 1,575 to 1,553, or 22 employees fewer than on June 30, 1961. Procurement of qualified compositors has not kept pace with division needs. Projecting this problem into the future seems to emphasize the need for more vigorous recruitment and an expanded apprentice program to meet our requirements.

The Dated Periodical program showed a slight decline in the number of items handled, but the TAGO program required the processing of 345 more prints this year than last--6,988 in 1961, up to 7,333 for this year.

#### LETTERPRESS DIVISION

Letterpress production remained fairly level during the year,

with a slight increase shown in chargeable hours of about 2.8 percent. Fewer forms were sent to press, but an increase of 2,041,428 impressions over the same period indicates a trend toward somewhat longer runs. Shipment of postal cards dropped from 1,702,815,000 to 1,569,082,000, but this was due to Departmental action anticipating postal-card rate changes by the Congress. Production was stopped on April 13, 1962. However, when appropriate legislation failed to materialize, production of the three-cent postal card was resumed on May 21, 1962.

Personnel-turnover rate continues to impose a serious burden on Division effectiveness. During this fiscal year 23 percent of our skilled craftsmen were lost through retirement, death, resignation, and transfer. Frequent detailing of pressmen from this Division to the Offset Division further complicated this problem. Recruiting has not kept pace with these losses, and replacement training is time-consuming and costly.

Five new Miller presses were installed during the year. Recommendations for two new high-speed envelope presses and an automatic die-stamping press have been favorably considered by the Modernization Committee. This will permit the Division to handle increased demands for work of this type and eliminate premium hours to meet schedules.

#### OFFSET DIVISION

The Offset Division has shown significant gains in all production areas over the past fiscal year without a corresponding increase in personnel strength. Division manning shows an over-all rise of approximately 5 percent. The following production figures may be used to compare this increase with that of Division output. The Offset Preparation Section processed 2,277 additional jackets—an increase of approximately 12 percent. The Offset Plate Storage Unit issued 4,255 additional jobs (37 percent more than in fiscal 1961) while at the same time receiving 2,248 more jobs from commercial contractors for storage. The Offset Press Section printed 27,992,444 more impressions during the year, or an increase of about 9 percent. Extensive modernization and streamlining of photographic facilities have effected a remarkable improvement in negative production from 34,345,832 square inches in fiscal 1961 to 48,149,056 square inches in 1962.

Many new techniques and processes were examined during the year, and Division technology and efficiency continued to improve. The acquisition of a modern, fully automatic, step-and-repeat machine controlled by pre-punched, plastic tapes has materially improved plate-making and has virtually eliminated plate remakes and lost press time due to mis-register on multicast work. Widespread use of various new types of offset plates, especially the bi-metal, negative-working Lith-engrave plate, has improved plate life tremendously. This type of

plate produced over one million impressions on tax-form work during the year. As the demand upon this Division increases, an already-serious space shortage is becoming more critical and will require solution within the next fiscal year.

#### PLATEMAKING DIVISION

Total square-inch production for this Division shows a sizable increase over the past year. This increase, however, was due entirely to a marked rise in the production of stereotype plates. Stereotype production was up more than 7,000,000 square inches, an increase of better than 40 percent. Demand for all other Division products was off somewhat from the previous year, but a compensating drop in employee strength was experienced, balancing out this shallow dip in Division production. Photoengraving showed the most significant decline, primarily due to failure of overflow negative demand from the Offset Division to materialize in anticipated quantities. Electrotypes production shows a reduction of approximately 8 percent but, significantly, this drop is almost exactly equal to the percentage loss in personnel, serving to point out that normal attrition is taking care of this reduced demand. In spite of this disappointing report, it is felt that with the introduction of the wraparound process of letterpress printing, and the newly-acquired four-color-process capability of the Photoengraving Section, a more satisfactory production picture is in the immediate future.

#### LIBRARY BRANCH OFFICE

The Library of Congress Branch work continued at a steady pace with very little change in pattern. Total number of catalog cards printed dipped from 44,738,397 in 1961 to 40,379,978 in fiscal 1962. This was due to a reduction in the number of copies ordered. However, the number of forms printed showed an increase of over four percent, the number of titles received rose by nearly six percent, and the titles set by more than four percent.

A major improvement was proposed in the reproduction of catalog cards, following a survey by the Public Printer of all phases of this service to the Library. This proposal took the form of a recommendation by the Public Printer's Study Committee that the Ektalith Process be adopted as the most practical method of reproduction for catalog cards. The Librarian of Congress accepted this suggestion, and this process is being installed, with full production promised in fiscal 1963.

#### DELIVERY SECTION

As might be expected from the growth in over-all Office business, the Delivery Section experienced a sizable increase in its operations. Recorded partial and complete shipments for the fiscal year were 177,604--an increase of 35,987 shipments. Fleet mileage of 291,428 miles rose by 32,829 miles. Accident-frequency rate was not as low as in 1961, when the fleet won second place in Nationwide competition in its class, but was still good enough to place us fifth in competition with 93 other fleets in the Nation.

The appearance of our fleet was improved greatly through the body-repair and painting program instituted by the Public Printer.

APPENDIX  
(Statistical)

STATUS OF APPROPRIATIONS  
SALARIES AND EXPENSES  
OFFICE OF SUPERINTENDENT OF DOCUMENTS  
FISCAL YEAR ENDED JUNE 30, 1962

Salaries and expenses, Office of Superintendent of Documents.

The status of the appropriations for the Office of the Superintendent of Documents is summarized as follows:

	<u>Appropriations for Fiscal Year</u>		
	<u>1962</u>	<u>1961</u>	<u>1960</u>
Balance, July 1, 1961	\$ ----	\$ 201,960	\$ 6,045
Appropriation, 1962	4,724,000	----	----
Reimbursements	<u>183,187</u>	<u>30,203</u>	<u>----</u>
Total funds available	4,907,187	232,163	6,045
Unobligated balances withdrawn	<u>----</u>	<u>8,832</u>	<u>545</u>
Total funds obligated	4,907,187	223,331	5,500
Expenditures	<u>4,582,009</u>	<u>219,876</u>	<u>5,500</u>
Unliquidated obligations, June 30, 1962	325,178	3,455	----
Less reimbursements receivable	<u>39,939</u>	<u>----</u>	<u>----</u>
Unexpended balance, June 30, 1962	<u>285,239</u>	<u>3,455</u>	<u>----</u>

STATUS OF APPROPRIATIONS  
PRINTING AND BINDING  
GOVERNMENT PRINTING OFFICE  
FISCAL YEAR ENDED JUNE 30, 1962

Printing and Binding, Government Printing Office

The status of the appropriations established for authorized printing and binding for Congress, the Federal Register and the Code of Federal Regulations, as shown by the records at June 30, 1962, is summarized as follows:

Appropriations for Fiscal Year

	<u>1962</u>	<u>1961</u>	<u>1960</u>	<u>Prior Years</u>
Balance, July 1, 1961	\$ ----	\$ 1,366,926	\$ ----	\$ 65,517
Appropriation, 1962	<u>13,400,000</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total funds available	<u>13,400,000</u>	<u>1,366,926</u>	<u>-----</u>	<u>65,517</u>
Expenditures:				
Current-year obligations	9,400,984	-----	-----	-----
Prior-year obligations	<u>3,999,010</u>	<u>1,366,926</u>	<u>-----</u>	<u>175</u>
Total expenditures	<u>13,399,994</u>	<u>1,366,926</u>	<u>-----</u>	<u>175</u>
Balance, June 30, 1962	6	-----	-----	65,342
Estimated unliquidated obligations at June 30, 1962	<u>4,778,219</u>	<u>474,918</u>	<u>344,518</u>	<u>367,693</u>
*Estimated obligations in excess of appropriated funds	<u>\$ 4,778,213</u>	<u>\$ 474,918</u>	<u>\$344,518</u>	<u>\$302,351</u>

\*Authorized for payment from 1963 Appropriation (P.L. 87-730 88th Congress).

NOTE: Estimated obligations in excess of appropriated funds total \$5,900,000.

**GOVERNMENT PRINTING OFFICE**  
**COMPARATIVE STATEMENT OF ASSETS AND LIABILITIES**  
**FISCAL YEAR 1958 - 1962**

	Fiscal Year 1962	Increase or Decrease (-) 1962 to 1961	Fiscal Year 1961	Increase or Decrease (-) 1961 to 1960	Fiscal Year 1960	Increase or Decrease (-) 1960 to 1959	Fiscal Year 1959	Increase or Decrease (-) 1959 to 1958	Fiscal Year 1958
<b>ASSETS:</b>									
Fund balances with U. S. Treasury and cash	\$ 7,799,011	-2,487,736	\$10,286,747	1,511,985	\$ 8,774,762	-3,686,714	\$12,461,476	-4,731,690	\$17,193,166
Accounts receivable and advances	9,447,718	3,839,699	5,608,019	- 146,677	5,754,696	-1,229,146	6,983,842	2,021,854	4,961,988
Finished printing not billed	4,931,876	-2,016,476	6,948,352	2,244,208	4,704,144	1,902,443	2,801,701	345,619	2,456,082
Inventories (Including Work-in-Process)	28,010,103	5,198,694	22,811,409	- 864,562	23,675,971	2,404,219	21,271,752	2,069,268	19,202,484
Deferred charges	89,818	- 14,683	104,501	13,426	91,075	38,224	52,851	- 4,399	57,250
Property, plant, and equipment, net	<u>20,089,562</u>	<u>416,947</u>	<u>19,672,615</u>	<u>- 134,175</u>	<u>19,806,790</u>	<u>568,874</u>	<u>19,237,916</u>	<u>614,158</u>	<u>18,623,758</u>
Total assets	<u>70,368,088</u>	<u>4,936,445</u>	<u>65,431,643</u>	<u>2,624,205</u>	<u>62,807,438</u>	<u>- 2,100</u>	<u>62,809,538</u>	<u>314,810</u>	<u>62,494,728</u>
<b>LIABILITIES:</b>									
Account payable	3,716,414	526,541	3,189,873	991,535	2,198,338	- 450,336	2,648,674	586,995	2,061,679
Accrued salaries and wages	909,510	113,186	796,324	44,010	752,314	-1,114,106	1,866,420	- 10,029	1,876,449
Amounts withheld from employees for purchase of savings bonds and payment of taxes	1,958,932	177,502	1,781,430	132,452	1,648,978	326,124	1,322,854	76,102	1,246,752
Employees' accrued annual leave	2,788,378	74,803	2,713,575	86,765	2,626,810	141,826	2,484,984	- 76,051	2,561,035
Customers' deposits and prepaid subscriptions	2,732,826	1,056,525	1,676,301	134,138	1,542,163	74,934	1,467,229	- 305,433	1,772,662
Others	<u>33,627</u>	<u>16,281</u>	<u>17,346</u>	<u>- 39,422</u>	<u>56,768</u>	<u>- 10,903</u>	<u>67,671</u>	<u>- 11,515</u>	<u>79,186</u>
Total liabilities	<u>12,139,687</u>	<u>1,964,838</u>	<u>10,174,849</u>	<u>1,349,478</u>	<u>8,825,371</u>	<u>-1,032,461</u>	<u>9,857,832</u>	<u>260,069</u>	<u>9,597,763</u>
Investment of U. S. Government	<u>\$58,228,401</u>	<u>2,971,607</u>	<u>\$55,256,794</u>	<u>1,274,727</u>	<u>\$53,982,067</u>	<u>1,030,361</u>	<u>\$52,951,706</u>	<u>54,741</u>	<u>\$52,896,965</u>
<b>Consisting of:</b>									
Revolving fund:									
Capital	\$34,815,383	---	\$34,815,383	---	\$34,815,383	---	\$34,815,383	---	\$34,815,383
Retained earnings	9,790,184	2,326,531	7,463,653	- 809,188	8,272,841	1,264,135	7,008,706	1,218,168	5,790,538
Income from sales of publications payable to U. S. Treasury	3,770,101	575,299	3,194,802	2,085,240	1,109,562	- 241,565	1,351,127	-1,187,495	2,538,622
Other funds	<u>9,852,733</u>	<u>69,777</u>	<u>9,782,956</u>	<u>- 1,325</u>	<u>9,784,281</u>	<u>7,791</u>	<u>9,776,490</u>	<u>24,068</u>	<u>9,752,422</u>
	<u>\$58,228,401</u>	<u>2,971,607</u>	<u>\$55,256,794</u>	<u>1,274,727</u>	<u>\$53,982,067</u>	<u>1,030,361</u>	<u>\$52,951,706</u>	<u>54,741</u>	<u>\$52,896,965</u>



GOVERNMENT PRINTING OFFICE - REVOLVING FUND  
COMPARATIVE STATEMENT OF INCOME AND EXPENSE  
PRINTING AND BINDING OPERATIONS  
FISCAL YEAR ENDED JUNE 30, 1962

	<u>FY 1962</u>	<u>FY 1961</u>	<u>Increase or Decrease (-)</u>
<b>Income:</b>			
Printing and binding services performed	\$120,647,195	\$ 97,261,231	\$ 23,385,964
Other income	<u>669,749</u>	<u>488,378</u>	<u>181,371</u>
Total income <u>a/</u>	<u>\$121,316,944</u>	<u>\$ 97,749,609</u>	<u>\$ 23,567,335</u>
<b>Expenses:</b>			
Direct costs:			
Direct labor	\$ 38,654,432	\$ 34,408,617	\$ 4,245,815
Direct materials	30,200,348	26,194,036	4,006,312
Printing purchased from commercial sources	<u>41,379,583</u>	<u>30,047,702</u>	<u>11,331,881</u>
Total direct costs	<u>\$110,234,363</u>	<u>\$ 90,650,355</u>	<u>\$ 19,584,008</u>
Other expenses:			
Salaries and wages	\$ 4,053,062	\$ 3,630,007	\$ 423,055
Travel	12,615	6,883	5,732
Freight	891,684	597,649	294,035
Communications	99,388	87,506	11,882
Heat, light, and power	450,722	437,591	13,131
Rental of buildings and equipment	459,980	353,794	106,186
Materials and supplies	199,933	145,614	54,319
Employer's share of group life insurance	127,873	119,254	8,619
Employer's share of group health insurance	355,567	331,288	24,279
Employer's share of Civil Service retirement	2,361,325	2,206,762	154,563
Depreciation	1,022,702	990,471	32,231
Miscellaneous expenses	<u>20,857</u>	<u>46,889</u>	<u>-26,032</u>
Total other expenses	<u>\$ 10,055,708</u>	<u>\$ 8,953,708</u>	<u>\$ 1,102,000</u>
<b>Less:</b>			
Direct costs and other expenses allocated to the Public Documents Division	\$ 976,867	\$ 749,045	\$ 227,822
Cost of materials and supplies manufactured for stock	<u>322,791</u>	<u>296,221</u>	<u>26,570</u>
Total	<u>\$-1,299,658</u>	<u>\$ -1,045,266</u>	<u>\$ -254,392</u>
Total direct costs and other expenses	<u>\$118,990,413</u>	<u>\$ 98,558,797</u>	<u>\$ 20,431,616</u>
Net gain or loss (-) from printing and binding operations	<u>\$ 2,326,531</u>	<u>\$ -809,188</u>	<u>\$ 3,135,719</u>

a/ Gross income is \$122,492,363. Difference is intradepartmental expense of \$1,175,419.

GOVERNMENT PRINTING OFFICE REVOLVING FUND  
COMPARATIVE STATEMENT OF INCOME  
SALES OF PUBLICATIONS OPERATIONS  
FISCAL YEAR ENDED JUNE 30, 1962

	<u>FY 1962</u>	<u>FY 1961</u>	<u>Increase or Decrease (-)</u>
Sales	\$10,264,738	\$ 9,095,326	\$ 1,169,412
Cost of publications sold	<u>3,876,681</u>	<u>3,219,627</u>	<u>657,054</u>
Gross profit	<u>6,388,057</u>	<u>5,875,699</u>	<u>512,358</u>
Expenses:			
Administrative	636,601	534,807	101,794
Postage	<u>702,570</u>	<u>631,246</u>	<u>71,324</u>
	<u>1,339,171</u>	<u>1,166,053</u>	<u>173,118</u>
	5,048,886	4,709,646	339,240
Other income	<u>721,215</u>	<u>375,594</u>	<u>345,621</u>
Income from sales of publications payable to U. S. Treasury	5,770,101	5,085,240	684,861
Salaries and expenses financed from appropriated funds	<u>2,790,434</u>	<u>2,519,122</u>	<u>271,312</u>
Net income from sales of publications	<u>\$ 2,979,667</u>	<u>\$ 2,566,118</u>	<u>\$ 413,549</u>

GOVERNMENT PRINTING OFFICE  
STATEMENT OF ASSETS AND LIABILITIES  
FISCAL YEAR ENDED JUNE 30, 1962

A S S E T S				L I A B I L I T I E S			
	Revolving Fund	Other Funds (note a)	Combined Funds		Revolving Fund	Other Funds (note a)	Combined Funds
<b>FUND BALANCES WITH U.S. TREASURY AND CASH:</b>				<b>LIABILITIES:</b>			
Fund balances in U.S. Treasury	\$ 7,182,774	\$ 288,694	\$ 7,471,468	Accounts payable	\$ 3,445,485	\$ 270,929	\$ 3,716,414
Cash on hand and in transit	<u>327,543</u>		<u>327,543</u>	Accrued salaries and wages	851,806	57,704	909,510
	<u>7,510,317</u>	<u>288,694</u>	<u>7,799,011</u>	Amounts withheld from employees for purchase of savings bonds and payment of taxes	1,958,932		1,958,932
<b>ACCOUNTS RECEIVABLE AND ADVANCES:</b>				Employees' accrued annual leave	2,788,378		2,788,378
Accounts receivable:				Customers' deposits and prepaid subscriptions	2,732,826		2,732,826
Government agencies	9,382,466	39,939	9,422,405	Other	<u>33,627</u>		<u>33,627</u>
Other	12,483		12,483				
Advances to General Services Administration	<u>12,830</u>		<u>12,830</u>	<b>Total liabilities</b>	<u>11,811,054</u>	<u>328,633</u>	<u>12,139,687</u>
	<u>9,407,779</u>	<u>39,939</u>	<u>9,447,718</u>				
<b>FINISHED PRINTING NOT BILLED, at standard cost</b>	<u>4,931,876</u>		<u>4,931,876</u>				
<b>INVENTORIES:</b>				<b>INVESTMENT OF U.S. GOVERNMENT (Schedule 4):</b>			
Publications for sale, at cost	3,375,435		3,375,435	Capital	34,815,383	9,852,733	44,668,116
Printing work in process, at standard cost	17,189,963		17,189,963	Retained earnings	9,790,184		9,790,184
Paper, envelopes, and other supplies, at cost	<u>7,444,705</u>		<u>7,444,705</u>	Income from sales of publica- tions payable to U.S. Treasury	<u>3,770,101</u>		<u>3,770,101</u>
	<u>28,010,103</u>		<u>28,010,103</u>	<b>Total investment of U.S. Government</b>	<u>48,375,668</u>	<u>9,852,733</u>	<u>58,228,401</u>
<b>DEFERRED CHARGES</b>	<u>89,818</u>		<u>89,818</u>				
<b>PROPERTY, PLANT AND EQUIPMENT:</b>							
Land and buildings, at cost		9,085,173	9,085,173				
Equipment and building appurtenances	23,290,001	767,560	24,057,561				
Construction in progress	<u>36,127</u>		<u>36,127</u>				
	<u>23,326,128</u>	<u>9,852,733</u>	<u>33,178,861</u>				
<b>Less allowance for depreciation</b>	<u>13,089,299</u>		<u>13,089,299</u>				
	<u>10,236,829</u>	<u>9,852,733</u>	<u>20,089,562</u>				
<b>Total Assets</b>	<u>\$60,186,722</u>	<u>\$10,181,366</u>	<u>\$70,368,088</u>	<b>Total liabilities and in- vestment of U.S. Government</b>	<u>\$60,186,722</u>	<u>\$10,181,366</u>	<u>\$70,368,088</u>

<sup>a</sup>Other funds consist of the value of land and buildings, amounting to \$9,085,173, which is specifically excluded from the revolving fund by law (44 U.S.C. 63); equipment purchased with appropriated funds, Public Documents Division, amounting to \$767,560; and offsetting cash, receivables, and unliquidated obligations of the appropriation for administrative expenses, Public Documents Division.

GOVERNMENT PRINTING OFFICE  
REVOLVING FUND  
STATEMENT OF INCOME AND EXPENSE  
PRINTING AND BINDING OPERATIONS  
FISCAL YEAR ENDED JUNE 30, 1962

<b>Income:</b>			
Printing and binding services performed		\$120,647,195	
Other income		<u>669,749</u>	
Total income <u>a/</u>			\$121,316,944
<b>Expenses:</b>			
Direct costs:			
Direct labor	\$ 38,654,432		
Direct material	30,200,348		
Printing purchased from commercial sources	<u>41,379,583</u>	110,234,363	
<b>Other Expenses:</b>			
Salaries and wages	4,053,062		
Travel	12,615		
Freight	891,684		
Communications	99,388		
Heat, light, and power	450,722		
Rental of buildings and equipment	459,980		
Materials and supplies	199,933		
Employer's share of group life insurance	127,873		
Employer's share of group health insurance	355,567		
Employer's share of Civil Service retirement	2,361,325		
Depreciation	1,022,702		
Miscellaneous expenses	<u>20,857</u>	<u>10,055,708</u>	
		120,290,071	
<b>Less:</b>			
Direct costs and other expenses allocated to the Public Documents Division	976,867		
Cost of materials and supplies manufactured for stock	<u>322,791</u>	<u>1,299,658</u>	
Total direct costs and other expenses			<u>118,990,413</u>
Net gain from printing and binding operations			<u>\$ 2,326,531</u>

a/ Gross income is \$122,492,363. Difference is intradepartmental expense of \$1,175,419.

GOVERNMENT PRINTING OFFICE REVOLVING FUND  
STATEMENT OF INCOME AND EXPENSE  
SALES OF PUBLICATIONS OPERATIONS  
FISCAL YEAR ENDED JUNE 30, 1962

REVOLVING FUND:		
Sales		\$10,264,738
Cost of publications sold		<u>3,876,681</u>
Gross profit		6,388,057
Expenses:		
Administrative expenses	\$ 636,601	
Postage	<u>702,570</u>	<u>1,339,171</u>
		5,048,886
Other income:		
Gratuitous revenues	a/ 636,908	
Donated publications	48,805	
Miscellaneous	<u>35,502</u>	<u>721,215</u>
Income from sales of publications payable to U. S. Treasury		5,770,101
OTHER FUNDS:		
Salaries and expenses financed from appropriated funds		<u>2,790,434</u>
Net income from sales of publications		<u>\$ 2,979,667</u>

a/ Represents gratuitous revenues remitted to Government Printing Office for the printing and selling of publications by other government agencies.

GOVERNMENT PRINTING OFFICE  
STATEMENT OF CHANGES IN INVESTMENT  
OF UNITED STATES GOVERNMENT  
FISCAL YEAR ENDED JUNE 30, 1962

	Revolving Fund	Other Funds (note a)	Combined
<b>BALANCE JULY 1, 1961:</b>			
Capital	\$34,815,383	\$ 9,782,956	\$44,598,339
Retained earnings	7,463,653	---	7,463,653
Income from sales of publications payable to U. S. Treasury	<u>3,194,802</u>	---	<u>3,194,802</u>
	<u>45,473,838</u>	<u>9,782,956</u>	<u>55,256,794</u>
<b>ADDITIONS:</b>			
Net income from printing and binding operations (Schedule 2)	2,326,531	---	2,326,531
Income from sales of publications payable to U. S. Treasury	5,770,101	---	5,770,101
Appropriations for administrative expenses, Public Documents Div., incl. reimbursements of \$183,187	---	4,907,187	4,907,187
Net increase in equipment purchased with appropriated funds, Public Documents Division	---	<u>69,777</u>	<u>69,777</u>
Total additions	<u>8,096,632</u>	<u>4,976,964</u>	<u>13,073,596</u>
<b>REDUCTIONS:</b>			
Payments to U. S. Treasury of income from sales of publications	5,194,802	---	5,194,802
Payments made and obligations incurred for administrative expenses, Public Documents Division	---	<u>4,907,187</u>	<u>4,907,187</u>
Total reductions	<u>5,194,802</u>	<u>4,907,187</u>	<u>10,101,989</u>
<b>BALANCE, JUNE 30, 1962</b> (Schedule 1):			
Capital	34,815,383	9,852,733	44,668,116
Retained earnings	9,790,184	---	9,790,184
Income from sales of publications payable to U. S. Treasury	<u>3,770,101</u>	---	<u>3,770,101</u>
	<u>\$48,375,668</u>	<u>\$9,852,733</u>	<u>\$58,228,401</u>

a/ Other funds consist of the value of land and buildings, amounting to \$9,085,173, which is specifically excluded from the revolving fund by law (44 U.S.C. 63) and equipment acquired with appropriated funds, Public Documents Division amounting to \$767,560.

GOVERNMENT PRINTING OFFICE  
DIVISION OF PUBLIC DOCUMENTS

FISCAL YEAR 1962 - APPROPRIATED FUNDS  
STATEMENT OF COSTS AND OBLIGATIONS INCURRED  
AS OF JUNE 30, 1962

	Program by activities				
	<u>Total</u>	<u>Sales distribution</u>	<u>Distribution for other agencies</u>	<u>Depository library distribution</u>	<u>Cataloging and indexing Program</u>
Personnel compensation	\$3,004,092	\$2,029,312	\$604,013	\$155,666	\$219,101
Personnel benefits	158,637	113,744	24,119	8,726	12,054
Travel and transportation of persons	80			80	
Transportation of things	2,037	2,037			
Rents, communications and utilities	79,586	57,331	13,679	3,573	5,003
Printing and reproduction	1,077,342	311,188		689,415	76,739
Other services	107,177	77,382	18,220	4,823	6,752
Supplies and materials	383,464	154,976	211,911	13,862	2,715
Equipment	88,705	44,464	41,228	1,255	1,758
Total cost	\$4,901,120	\$2,790,434	\$913,164	\$877,400	\$326,122
Net increase in undelivered equipment	6,067	4,381	1,031	273	382
Total obligations	<u>\$4,907,187</u>	<u>\$2,794,815</u>	<u>\$914,195</u>	<u>\$877,673</u>	<u>\$326,504</u>

<sup>a</sup>Exclusive of expenses of \$1,339,171 financed from revenues from sales of publications.

GOVERNMENT PRINTING OFFICE  
SUMMARY OF FUNDS PROVIDED BY OPERATIONS  
AND APPROPRIATIONS AND THEIR APPLICATION  
FISCAL YEAR ENDED JUNE 30, 1962

Funds provided:

Printing and binding operations

Printing and binding

services performed

Other income

\$ 120,647,195

\$

669,749

\$ 121,316,944 <sup>a</sup>

Book value of equipment sold

26,427

Sales of publications

Sales

10,264,738

Other income

721,215

10,985,953

Decrease in cash

2,487,736

Decrease in finished printing, not billed

2,016,476

Decrease in deferred charges

14,683

Increase in accounts payable

526,541

Increase in accrued salaries and wages

113,186

Increase in miscellaneous liabilities

1,325,111

6,483,733

Appropriations:

Appropriations for administrative

expenses, Public Documents Division

4,724,000

Appropriation reimbursements

183,187

4,907,187

Total funds provided

\$ 143,720,244

Funds applied:

Printing and binding expense

\$ 118,990,413

Less allowance for depreciation not  
requiring funds

1,022,702

\$ 117,967,711

Cost of publications sold

3,876,681

Expense of sales of publications

financed from the Revolving Fund

1,339,171

Payments to U. S. Treasury of income

from sales of publications

5,194,802

Increase in accounts receivable and advances

3,839,699

Increase in inventories

5,198,694

Purchase of equipment

1,396,299

10,434,692

Obligations incurred for administrative

expenses, Public Documents Division

4,907,187

Total funds applied

\$ 143,720,244

<sup>a/</sup> Gross income is \$122,492,363. Difference is intradepartmental expense  
of \$1,175,412.



BILLINGS FOR WORK AND TO WHOM DELIVERED  
FISCAL YEAR 1962

Congress:

Congressional Record.....	\$3,243,426.55
Miscellaneous Publications.....	2,110,456.70
Miscellaneous Printing and Binding.....	1,364,630.26
Publications for International Exchange.....	157,342.66
Franked Envelopes.....	356,600.58
Document Franks.....	13,758.93
House and Senate Calendars.....	585,350.97
Bills, Resolutions and Amendments.....	1,080,763.84
Committee Reports.....	568,897.93
Documents.....	636,397.61
Hearings.....	3,531,986.27
Federal Register.....	763,073.61
Supplement to Code of Federal Regulations....	353,676.61

Total..... \$ 14,766,362.52

Administrative Office of the U. S. Courts.....	100,189.17
Agriculture.....	5,130,951.88
Air Force.....	12,478,935.38
Air Force Systems Command.....	113,972.01
American Battle Monuments Commission.....	3,750.27
Armed Services Technical Information Agency.....	72,408.73
Army.....	23,336,465.69
Atomic Energy Commission.....	457,172.01
Board of Governors of the Federal Reserve System.....	946.35
Bureau of the Budget.....	222,717.94
Central Intelligence Agency.....	518,597.14
Civil Aeronautics Board.....	97,251.80
Civil Service Commission.....	837,732.80
Civil War Centennial Commission.....	738.49
Commerce.....	6,269,164.41
Commission of Fine Arts.....	459.19
Council of Economic Advisors.....	29,911.73
Court of Claims.....	68,982.51
Court of Customs and Patent Appeals.....	9,970.19
Defense Supply Agency.....	15,149.53
Department of Defense.....	156,473.53
Development Loan Fund.....	1,253.74
District of Columbia.....	183,550.69
Export Import Bank of Washington.....	27,623.66
Farm Credit Administration.....	9,645.07
Federal Aviation Agency.....	867,619.74
Federal Coal Mine Safety Board Review.....	13.93
Federal Communications Commission.....	134,233.35
Federal Deposit Insurance Corporation.....	4,804.22
Federal Home Loan Bank Board.....	27,652.43
Federal Maritime Commission.....	4,418.99
Federal Mediation and Conciliation Service.....	8,873.43
Federal Power Commission.....	116,941.11
Federal Trade Commission.....	82,728.58

Foreign Claims Settlement Commission.....	\$ 7,269.35
General Accounting Office.....	128,813.35
General Services Administration.....	6,150,082.80
Government Printing Office Sale of Government Publications..	4,532,573.32
Health, Education and Welfare.....	3,893,113.75
House and Senate Stationery Room.....	29,916.96
Housing and Home Finance Agency.....	896,849.71
Indian Claims Commission.....	679.70
Interior.....	2,490,243.95
Interstate Commerce Commission.....	244,564.43
International Cooperation Fund.....	91,053.32
Joint Publications Research Service.....	317.19
Justice.....	1,341,753.54
Labor.....	1,043,451.18
Library of Congress.....	1,294,996.05
National Aeronautics and Space Administration.....	426,889.57
National Capital Housing Authority.....	5,923.52
National Capital Planning Commission.....	19,380.24
National Capital Transportation Agency.....	1,340.94
National Forest Reservation Commission.....	1,016.57
National Gallery of Art.....	8,717.26
National Labor Relations Board.....	297,367.97
National Mediation Board.....	10,380.17
National Science Foundation.....	178,745.24
National Security Agency.....	1,050,272.65
National Security Council.....	160.15
Navy.....	12,214,670.27
Office of Aerospace Research.....	8,857.72
Office of Emergency Planning.....	1,444,661.84
Panama Canal Company.....	100,186.53
Pan American Union.....	5,518.58
Post Office Department.....	4,246,862.79
Private Orders.....	159,388.95
Railroad Retirement Board.....	57,531.09
Renegotiation Board.....	7,361.64
St. Lawrence Seaway Development Corporation.....	1,059.16
Securities and Exchange Commission.....	61,203.61
Selective Service System.....	211,240.95
Small Business Administration.....	238,786.86
Smithsonian Institute.....	226,471.50
State.....	1,284,258.51
Subversive Activities Control Board.....	3,858.62
Superintendent of Documents.....	1,590,118.69
Supreme Court of the United States.....	145,877.47
Tariff Commission.....	16,521.04
Tax Court of the United States.....	17,995.74
Tennessee Valley Authority.....	14,122.47
Treasury.....	6,422,538.72
U. S. Information Agency.....	357,165.90
Veterans' Administration.....	1,059,787.41
White House.....	63,089.41

GRAND TOTAL

\$120,262,670.56

Congress.....	38,052,997
Administrative Office of the U. S. Courts.....	201,046
Agriculture.....	58,941,892
Air Force.....	59,669,375
Air Force Systems Command.....	128,496
American Battle Monuments Commission.....	30,010
Armed Services Technical Information Agency.....	228,453
Army.....	185,641,875
Atomic Energy Commission.....	467,393
Board of Governors Federal Reserve System.....	15,497
Bureau of the Budget.....	500,030
Central Intelligence Agency.....	31,173
Civil Aeronautics Board.....	23,768
Civil Service Commission.....	25,353,492
Commerce.....	5,605,690
Commission of Fine Arts.....	5,198
Court of Economic Advisers.....	14,888
Court of Claims.....	146,949
Court of Customs and Patent Appeals.....	1,115
Development Loan Fund.....	594
Defense Supply Agency.....	3,775
Department of Defense.....	96,360
District of Columbia.....	39,552
Export Import Bank of Washington.....	15,109
Farm Credit Administration.....	73,241
Federal Aviation Agency.....	3,441,413
Federal Coal Mine Safety Board Review.....	14
Federal Communications Commission.....	139,501
Federal Deposit Insurance Corporation.....	2,977
Federal Home Loan Bank Board.....	11,252
Federal Maritime Commission.....	636
Federal Mediation and Conciliation Service.....	28,969
Federal Power Commission.....	132,934
Federal Trade Commission.....	34,633
Foreign Claims Settlement Commission.....	17,164
General Accounting Office.....	415,781
General Services Administration.....	10,618,847
Government Printing Office Sale of Government Publications.....	36,133,186
Health, Education and Welfare.....	58,919,868
Housing and Home Finance Agency.....	2,492,859
Indian Claims Commission.....	14
Interior.....	19,321,861
International Cooperation Agency.....	73,998
Interstate Commerce Commission.....	605,941
Justice.....	2,679,073
Labor.....	9,454,148
Library of Congress.....	247,469

National Aeronautics and Space Administration.....	3,404,848
National Capital Housing Authority.....	751
National Capital Planning Commission.....	7,824
National Capital Transportation Agency.....	28
National Forest Reservation Commission.....	1,700
National Gallery of Art.....	300,362
National Labor Relations Board.....	171,752
National Mediation Board.....	12,560
National Science Foundation.....	237,030
Navy.....	62,945,113
Office of Aerospace Research.....	8,000
Office of Emergency Planning.....	62,738,067
Panama Canal Company.....	41,405
Pan American Union.....	511
Post Office Department.....	54,821,618
Private Orders.....	190,327
Railroad Retirement Board.....	17,363
Renegotiation Board.....	34,789
St. Lawrence Seaway Development Corporation.....	490
Securities and Exchange Commission.....	119,581
Selective Service System.....	3,786,143
Small Business Administration.....	2,244,189
Smithsonian Institute.....	113,030
State.....	11,415,782
Subversive Activities Control Board.....	3,264
Superintendent of Documents.....	57,187,807
Supreme Court of the United States.....	263,854
Tariff Commission.....	9,391
Tax Court of the United States.....	60,301
Tennessee Valley Authority.....	77,942
Treasury.....	146,167,341
U. S. Information Agency.....	478,340
Veterans' Administration.....	13,105,642
White House.....	85,242
Total.....	940,112,893

Table 7. STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1962  
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES AND COMMERCIALY PROCURED WORK

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Congressional Record.....	6,410,134	-----	49,442	26,478	\$ 3,243,426.55
Federal Register.....	3,317,602	593	18,181	5,000	763,073.61
Supplement to the Code of Federal Regulations.....	149,437	3,158	21,959	23,393	353,676.61
Official Gazette.....	363,222	15,283	4,310	-----	325,723.77
Specifications of Patents, Trade- marks & Designs.....	8,936,118	-----	219,156	-----	3,024,673.79
Miscellaneous Publications.....	947,557,514	2,213,609	1,107,364	791,656	60,112,013.78
Postal Cards.....	1,430,955,000	-----	-----	-----	1,044,768.50
Air Mail Letter Sheets.....	42,280,000	-----	-----	-----	146,164.07
Catalog Cards.....	43,470,862	-----	-----	-----	466,110.51
Tabulating Cards.....	3,839,593,000	-----	-----	-----	3,556,858.91
Letterheads and Envelopes.....	299,507,370	-----	-----	-----	1,242,885.88
Forms, Notices and Cards.....	5,731,747,582	-----	-----	-----	14,045,582.43
Multi-Forms.....	1,231,682,944	-----	-----	-----	11,620,117.53
Blank Books.....	12,281,227	-----	-----	-----	2,130,631.56
Miscellaneous Binding.....	62,761	-----	-----	-----	428,665.49
Binders.....	862,065	-----	-----	-----	258,623.61
Miscellaneous.....	-----	-----	-----	-----	1,959,836.86
Blank Paper.....	-----	-----	-----	-----	9,856,332.78
Supplies and Services.....	-----	-----	-----	-----	126,785.87
Total.....	13,599,176,838	2,232,643	1,420,412	846,527	\$114,705,952.11
G.P.O. Departmental Service Office.....					2,715,036.63
Field Service Offices.....					2,841,681.80
GRAND TOTAL.....					\$120,262,670.56
Breakdown of the Amount Billed:					
Value of Work Produced and Performed by the Government Printing Office including paper used in the Government Printing Office on Plant and Commercially Procured Work.....					
					\$ 73,540,674.68
Value of Outside Printing (Based on finished work value).....					
					40,928,891.79
Value of Paper furnished Contractors (Based on amounts billed 7/1/61) and the value of paper issued.....					
					5,793,104.09
Total.....					\$120,262,670.56

STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1962  
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT  
PRINTING OFFICE ON COMMERCIALLY PROCURED WORK

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Congressional Record.....	6,410,134	-----	49,442	26,478	\$ 3,243,426.55
Federal Register.....	3,317,602	593	18,181	5,000	764,322.09
Supplement to the Code of Federal Regulations.....	149,437	3,158	21,959	23,393	353,676.61
Official Gazette.....	363,222	15,283	4,310	-----	325,723.77
Specifications of Patents, Trade- marks and Designs.....	8,936,118	-----	219,156	-----	3,024,673.79
Miscellaneous Publications.....	516,275,639	472,772	864,309	692,411	32,770,696.35
Postal Cards.....	1,430,955,000	-----	-----	-----	1,044,768.50
Air Mail Letter Sheets.....	42,280,000	-----	-----	-----	146,164.07
Catalog Cards.....	43,470,862	-----	-----	-----	466,110.51
Letterheads and Envelopes.....	256,021,137	-----	-----	-----	1,081,758.13
Forms, Notices and Cards.....	3,728,265,021	-----	-----	-----	7,296,026.41
Multi-Forms.....	38,100	-----	-----	-----	1,293.92
Blank Books.....	10,426,635	-----	-----	-----	1,702,120.84
Miscellaneous Binding.....	62,761	-----	-----	-----	428,665.49
Binders.....	802,789	-----	-----	-----	191,784.07
Miscellaneous.....	-----	-----	-----	-----	1,783,170.35
Blank Paper.....	-----	-----	-----	-----	9,856,332.78
Supplies and Services.....	-----	-----	-----	-----	126,785.87
Total	6,047,774,457	491,806	1,177,357	747,282	64,607,500.10
G.P.O. Departmental Service Office.....					2,715,036.65
Field Service Offices.....					2,841,681.80
GRAND TOTAL.....					\$70,164,218.55

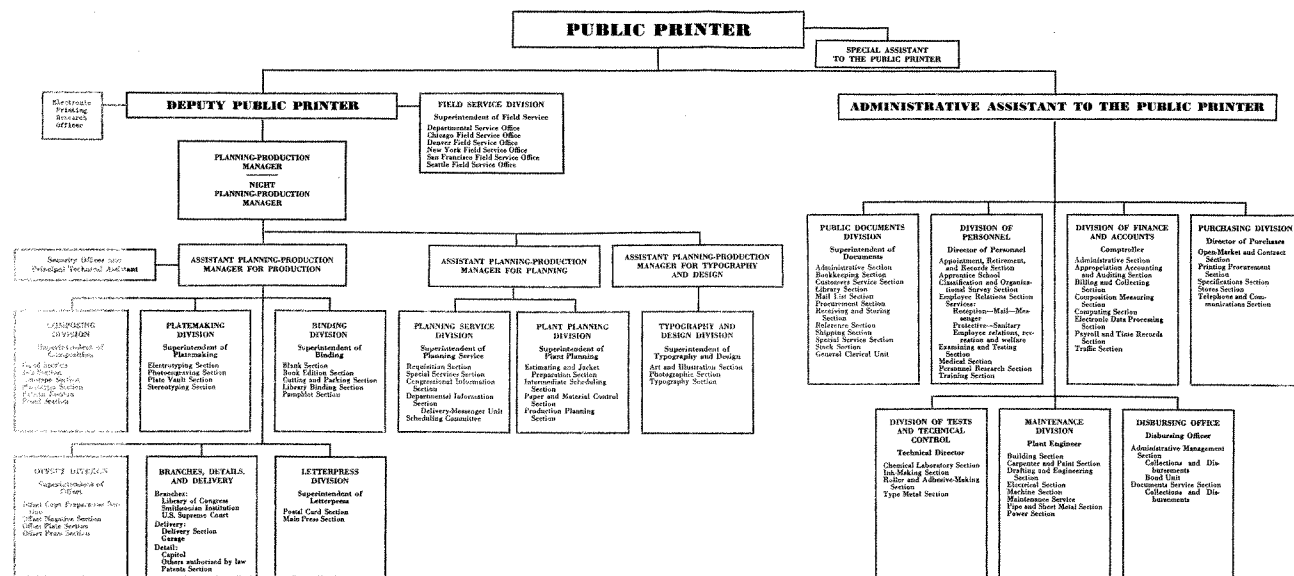
STATEMENT OF CLASSES AND BILLINGS FOR WORK - FISCAL YEAR 1962  
COMMERCIALY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON

Class of Work	Number of Copies	Number of Reproduced Pages Printed	Number of Type Pages Printed	Number of Publications Bound	Amount Billed
Miscellaneous Publications.....	431,281,875	1,740,837	243,055	99,245	\$27,341,317.43
Tabulating Cards.....	3,839,593,000	-----	-----	-----	3,555,610.43
Letterheads and Envelopes.....	43,486,233	-----	-----	-----	161,127.75
Forms, Notices and Cards.....	2,003,482,561	-----	-----	-----	6,749,556.02
Multi-Forms.....	1,231,644,844	-----	-----	-----	11,618,823.61
Blank Books.....	1,854,592	-----	-----	-----	428,510.72
Binders.....	59,276	-----	-----	-----	66,839.54
Miscellaneous.....	-----	-----	-----	-----	176,666.51
Total.....	7,551,402,381	1,740,837	243,055	99,245	\$50,098,452.01

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value).....	\$40,928,891.79
Value of Paper furnished Contractors (Based on amounts billed and the value of Paper issued).....	5,793,104.09
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office.....	<u>3,376,456.13</u>
Total.....	\$50,098,452.01

**UNITED STATES GOVERNMENT PRINTING OFFICE ORGANIZATION CHART**



GOVERNMENT PRINTING OFFICE ADVISORY BOARDS AND COMMITTEES REPORTING TO THE PUBLIC PRINTER									
<p><b>FOUNDER OF INDEPENDENCE</b> MAJOR, ETC.</p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>FOUNDER OF INDEPENDENCE</b> MAJOR, ETC.</p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>EXECUTIVE SAFETY COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>EXECUTIVE SAFETY COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>PAPER SPECIFICATION COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>PAPER SPECIFICATION COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>PAINT DISPOSAL COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>PAINT DISPOSAL COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>STYLE MANUAL BOARD</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>STYLE MANUAL BOARD</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>INVESTIGATION AND ADVISORY BOARD</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>INVESTIGATION AND ADVISORY BOARD</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>INVENTIVE AWARDS COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>INVENTIVE AWARDS COMMITTEE</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>BOARD OF CIVIL SERVICE EXAMINERS</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>BOARD OF CIVIL SERVICE EXAMINERS</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	<p><b>CATERING, RECREATION, AND WELFARE ASSOCIATION</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p> <p><b>CATERING, RECREATION, AND WELFARE ASSOCIATION</b></p> <p>Philip Thomas (Chairman) William H. C. Brown (Member) William H. C. Brown (Member) William H. C. Brown (Member)</p>	

<sup>2</sup>Established by Printing Act of January 12, 1895. All other Boards established by the Public Printer.

Approved June 1, 1961

James L. Harrison  
Public Printer